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COLLEGE

FACULTY

BULLETIN

A BULLETIN WILL BE PUBLISHED EVERY TWO WEEKS TO KEEP THE MEMBERS OF THE DAY FACULTY INFORMED ON HAPPENINGS, EVENTS, VARIED PROBLEMS AND JUST PLAIN 'NEWS' THAT MAY OCCUR DURING THE INTERVALS LAPSEING BETWEEN ISSUES. BULLETINS ARE INTENDED EXCLUSIVELY FOR THE MEMBERS OF THE FACULTY AND NOT FOR GENERAL PUBLICATION. IF YOU SHOULD HAVE ANY SUGGESTIONS THAT WOULD BE TO THE BENEFIT OF THE COLLEGE PLEASE DO NOT HESITATE TO SUBMIT YOUR IDEAS TO THE OFFICE OF THE VICE-PRESIDENT, C105.

ABSENCE SLIPS

The members of the Faculty are invited to stop into room C105 to pick up a pad of absence slips intended for the reports on those students who abuse the regulations of "cuts" from class.

HANDBOOK

It is suggested that faculty note the changes in the 1954-55 handbook. Your counseling of students may require a knowledge of these altered regulations. Any suggestions concerning the handbook will be appreciated in the Vice-President's Office.

DISPENSARY-INFIRMARY

We have installed an infirmary in Benilde Hall room 103. The registered nurse is Mrs. Andrew Serchak. She will be on duty from 9:00 A.M. until 3:00 P.M. every school day. You, as faculty members, are welcome to avail yourself of her services. It is requested that in the future all college personnel apply to the college dispensary-infirmary instead of to the high school's. In passing, we would like to express our gratitude for past kindnesses of Miss Rabenstein, the nurse in the high school.

DEMEANOR

There is a clause in the handbook concerning the attire of the students on campus. For one man to be expected to enforce such a regulation need not be discussed. It is impossible. It is the members of the faculty as a group who can take the situation out of the realm of the ridiculous and place it into a state that is normal. A word from the professors to the students about attire on the campus, especially in the Chapel before the Blessed Sacrament, and in class would be appreciated.

PARKING

All faculty members are requested to apply to Mr. Masser's office. He will arrange for parking permits on any day during the hours of 8:30 A.M. to 10:00 A.M. and 3:30 P.M. to 5:00 P.M. Special arrangements may be made with him. For the general good we have been cautioned about careless parking on Cottage Lane.

MAILBOXES

U.S. mailboxes have been set up in the basement of College Hall for the use of the faculty members. The Director of Properties would like all members to report to his office for box numbers and combinations.

CATALOG

The attention of the faculty is directed to several major revisions in the current catalog. These occur on pages 14 to 24 inclusive, page 40 and pages 80 to 82 inclusive. Any errors or omission noted in the catalog should be reported in writing to the Office of the Dean.

BLACKBOARDS

Several requests have been made to remind members of the faculty to erase blackboards after their classes. Shortage of erasers should be reported to the Office of the Dean.

COURSE CARDS

Course cards for each lecture and lab section are due no later than Monday, October 11 at 12:00 noon. Several important projects depend on the complete cooperation of the faculty in this matter.

PROBATION LISTS

The Registrar's Office will shortly distribute lists of students who are on probation and those who are following special rosters. These students are deprived of the privilege of participating in any extra-curricular activities without written permission of the Dean.

INSTRUCTORS REPORT SHEETS

Instructors report sheets are available in the Office of the Dean. Each member of the faculty is requested to prepare two white and one yellow class list for each section rostered.

CALENDAR

A detailed faculty calendar has been prepared. There are several dates that should be marked by you for your particular attention. Questions regarding the Calendar should be referred to the Vice-President or the Dean.